



**Policy Title:** Policy on Full-Time Lecturers, Senior Lecturers, and Teaching Professors at Baylor University      **Policy Number:** BU-PP 716

**Date Issued:** November 13, 1998

**Responsible Executive:** Provost

**Date Last Revised:** October 6, 2023

**Responsible Office:** Provost

## **Policy on Full-Time Lecturers, Senior Lecturers, and Teaching Professors at Baylor University BU-PP 716**

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### **Policy Statement**

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This policy sets forth the roles and responsibilities of full-time Lecturers, Senior Lecturers, and Teaching Professors at Baylor University in support of Baylor's mission.

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### **Reason for the Policy**

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Providing guidance for faculty and administrators with respect to full-time Lecturers', Senior Lecturers', and Teaching Professors' roles, responsibilities, review, and progress toward promotion.

This policy is designed to comply with and be interpreted in a manner consistent with the University's obligations toward its faculty under all relevant federal, state, and local laws including the laws of states where employees may reside and work in accordance with the Baylor University *Alternate Work Location Policy* ([BU-PP 045](#)).

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### **Individuals/Entities Affected by this Policy**

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This policy applies to all full-time faculty members at Baylor University with the Baylor-assigned title of Lecturer (including Regular Lecturers, Temporary Lecturers, and Clinical Lecturers), Senior Lecturer, or Teaching Professor.

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### **Exclusions**

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Part-time faculty members with any title, including Adjunct Lecturers (.99 FTE and below)  
All other faculty and staff

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## Related Documents and Forms

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### University Policies and Documents

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[Procedures for Review of Full-Time Lecturers and Promotion to the Ranks of Senior Lecturer and Teaching Professor at Baylor University](#)

[Tenure Policy](#)

[Family and Medical Leave Act Policy](#)

[Faculty Dismissal Policy](#)

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### Definitions

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These definitions apply to terms as they are used in this policy.

<b>Appointment Letter</b>	The faculty employment contract
<b>Lecturer</b>	Throughout the policy, the term “Lecturer” refers to Regular Lecturers and Temporary Lecturers, but not to Senior Lecturers. The three categories of Lecturer are Temporary Lecturer, Regular Lecturer, and Clinical Lecturer.
<b>Clinical Lecturer</b>	A category of full-time Lecturer reserved for the Law School and in accordance with American Bar Association (ABA) standards.
<b>Regular Lecturer</b>	A category of full-time Lecturer
<b>Senior Lecturer</b>	Throughout this policy, the term “Senior Lecturer” refers to those contractually promoted and provided a letter of appointment to this rank. Senior Clinical Lecturer is a type of Senior Lecturer reserved for the Law School and in accordance with American Bar Association (ABA) standards.
<b>Teaching Professor</b>	Throughout this policy, the term “Teaching Professor” refers to those contractually promoted and provided a letter of appointment to this rank.
<b>Temporary Lecturer</b>	A category of full-time Lecturer (1.0 FTE)

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### Contacts

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<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>Office email/web site</b>
<b>Policy Questions</b>	Office of the Provost	254-710-3601	<a href="https://www.baylor.edu/provost/">https://www.baylor.edu/provost/</a>

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### Principles

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The vast majority of Lecturers, Senior Lecturers, and Teaching Professor at Baylor University specialize in teaching, and this activity occupies the majority of their workload. Their essential role in the University’s academic mission, then, consists in the extensive contribution that they make to Baylor’s rich tradition of teaching excellence, meeting the instructional needs of students as well as enabling tenured and tenure-track faculty to divide their time commitments between teaching and research. Review processes for Regular Lecturers, Senior Lecturers, and Teaching Professors support this important

2. Policy on Full-Time Lecturers, Senior Lecturers, and Teaching Professors at Baylor University (BU-PP 716)

work by maximizing professional development as well as providing evaluation and assessment.

**Workload:** A full teaching workload for a Lecturer, Senior Lecturer, or Teaching Professor is twelve credit hours per semester. The terms of employment for Lecturers, Senior Lecturers, and Teaching Professor may in some cases include, in addition to teaching, research and/or administrative duties that are explicitly assigned as part of the teaching workload, ordinarily in lieu of some of the credit hours of teaching.

**Service:** Regular Lecturers, Senior Lecturers, and Teaching Professors are eligible for assignment to University, college and school, and departmental faculty committees. Regular Lecturers, Senior Lecturers, and Teaching Professors are eligible for election to the Faculty Senate. Senior Lecturers and Teaching Professors may apply for graduate faculty status (provided they hold a terminal degree). However, no Lecturer, Senior Lecturer, or Teaching Professor has any right or entitlement to any such position, status, program, or responsibility.

**Transition to Tenure-Track:** Lecturers, Senior Lecturers, and Teaching Professors may apply for appointment to available tenure-track positions. If a Lecturer, Senior Lecturer, or Teaching Professor applies for but does not receive a tenure-track position, this shall not negatively affect his or her status as a Lecturer, Senior Lecturer, or Teaching Professor.

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## **Terms of Appointment**

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**Temporary Lecturers:** Temporary Lecturers are hired for a single semester or a single academic year. A Temporary Lecturer's initial appointment may be renewed for one additional year. Therefore, a faculty member may ordinarily serve a maximum of two academic years as a Temporary Lecturer unless written approval is first obtained from the Provost (or Provost's designee).

**Regular Lecturers:** Regular Lecturers and Clinical Lecturers for the Law School receive letters of appointment for a full academic year, and their appointments may be renewed for a maximum total of seven consecutive academic years, one year at a time. In order to continue past the seventh consecutive year, the faculty member must apply for the rank of Senior Lecturer (or Senior Clinical Lecture for the Law School) during the sixth consecutive year of employment as a Regular Lecturer or Clinical Lecturer. If this application is successful, the faculty member's appointment as a Senior Lecturer or Senior Clinical Lecture will commence in the seventh year. If it is unsuccessful, the faculty member's appointment as a Regular Lecturer or Clinical Lecturer will be renewed for a seventh and final year.

If a faculty member becomes a Regular Lecturer or Clinical Lecturer immediately following one or two years as a Temporary Lecturer, the final year as a Temporary Lecturer will count as the first year as a Regular Lecturer or Clinical Lecturer in calculating these seven years, in determining the timing of non-reappointment notifications, and in determining the timing of second- and fourth-year reviews.

The process for reviewing Regular Lecturers and Clinical Lecturers in the Law School in the second and fourth year and at the point of consideration for promotion to Senior Lecturer or Senior Clinical Lecturer is described in Provost-issued procedural guidance, currently entitled *Procedures for Review of Full-Time Regular Lecturers and Promotion to the Ranks of Senior Lecturer and Teaching Professor at Baylor University*.

### Non-Renewal of Temporary Lecturers, Regular Lecturers, or Clinical Lecturers

Temporary Lecturers are employed on a semester or annual basis. There is no obligation for Baylor to employ a Temporary Lecturer beyond the term of his or her contract. If a Temporary Lecturer will be offered such employment, he or she will be notified in the form of an employment contract offer.

Regular Lecturers and Clinical Lecturers in their first or second year of consecutive, full-time service at Baylor who will not be reappointed for a subsequent year must be notified of the intention not to reappoint by April 15 such that they would not be reappointed for the upcoming Academic Year. Those in their third year of consecutive, full-time service at Baylor who will not be reappointed for a subsequent year must be notified of the intention not to reappoint by December 15 such that they would not be reappointed for the upcoming Academic Year. Those in their fourth, fifth, or sixth year of consecutive, full-time service at Baylor who will not be reappointed must be notified of the intention not to reappoint by April 15 of the year preceding the final year of employment at Baylor such that they would have a terminal year of employment. A non-reappointment decision can be reached as a result of a second- or fourth-year review (as described in "Procedures for Review of Full-Time Regular Lecturers and Promotion to the Ranks of Senior Lecturer and Teaching Professor at Baylor University") or at the point of the Senior Lecturer review (as described in the same document), but such a decision may also be reached by the Provost in consultation with the Regular Lecturer's dean in any of the other years. The Law School establishes the review process for Clinical Lecturers.

Senior Lecturer: Appointment to the rank of Senior Lecturer generally follows six years of consecutive, full-time service as a Regular Lecturer at Baylor and successful application for the rank of Senior Lecturer, according to the procedure outlined in "Procedures for Review of Full-Time Regular Lecturers and Promotion to the Ranks of Senior Lecturer and Teaching Professor at Baylor University." In some cases different processes may be used to appoint faculty members to the rank of Senior Lecturer or Teaching Professor

(for example, following significant periods of service at Baylor or another institution in a capacity other than that of Regular Lecturer); such an appointment would be made by the President, in consultation with the Provost and the Dean of the academic unit in which the faculty member would hold the position.

Senior Clinical Lecturer: Appointment to the rank of Senior Clinical Lecturer generally follows six years of consecutive, full-time service as a Clinical Lecturer at Baylor Law School and successful application for the rank of Senior Clinical Lecturer, according to the procedure outlined below and in Law School procedures. In some cases different processes may be used to appoint faculty members to the rank of Senior Clinical Lecturer (for example, following significant periods of service at Baylor or another institution in a capacity other than that of Clinical Lecturer); such an appointment would be made by the President, in consultation with the Provost and the Dean of the Law School.

Teaching Professor: Appointment to the rank of Teaching Professor generally follows at least twelve years of experience in this field as educators at the college level, usually including at least six at the rank of Senior Lecturer (or an equivalent rank at an institution other than Baylor). Faculty appointed to this rank demonstrate seasoned leadership in their teaching, and they are recognized as leaders within the University, within their discipline, and within the wider academic community. This leadership might be reflected by such activities as participation in disciplinary pedagogical initiatives, receipt of awards for pedagogical work, publication of articles on pedagogical topics, publication of textbooks, and/or invitations to present seminars or workshops on pedagogy.

Faculty members who are promoted from Regular Lecturer or Clinical Lecturer to Senior Lecturer or Senior Clinical Lecturer, or from Senior Lecturer to Teaching Professor, at Baylor will receive a salary increase recognizing the promotion in rank. However, if budgetary constraints make such an increase impracticable in any particular year, the Senior Lecturer, Senior Clinical Lecturer, or Teaching Professor will receive an increase in the next budget period when funds are available.

Appointment to the rank of Senior Lecturer, Senior Clinical Lecturer, or Teaching Professor acknowledges the anticipation that the faculty member will continue to provide valuable service to the University.

A Senior Lecturer or Teaching Professor can ordinarily expect at the time of receiving each annual contract that he or she will be appointed for an additional year as well. However, it is possible that they will at some point not be reappointed, for example, because of a change in instructional needs within the department, or because of poor performance on the part of the Senior Lecturer or Teaching Professor. A Senior Lecturer or Teaching Professor who is not to be reappointed must be given a terminal one-year contract by April 15 of the academic year prior to the final year of service.

A Senior Clinical Lecturer at the Law School can ordinarily expect a letter of appointment will be for a five-year contract. Reappointments will be in accordance with the Law School procedures and the Dean will make a recommendation to the Provost. A Senior Clinical Lecturer who is not to be reappointed must be given notice by April 15 of the academic year prior to the final year of service (e.g., the 4th year of the contract). No additional contract extension will be provided. If the Senior Clinical Lecture is to be reappointed, the letter of appointment will typically be for another five-year period.

Tenure: No Lecturer (including Clinical Lecturer), Senior Lecturer (including Senior Clinical Lecturer), or Teaching Professor has any right, entitlement, or guarantee to future appointments or continuation of employment beyond the term identified in the then-current appointment, provided adequate notice has been given as identified in this policy. Appointment as a Lecturer, Senior Lecturer, or Teaching Professor is not a tenure-track appointment and creates no expectation of eligibility for tenure. Application for and appointment to the rank of Senior Lecturer or Teaching Professor is not an application for tenure as specified in the [Policy for Tenure at Baylor University \(BU-PP 704\)](#).

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### **Extension of Regular Lecturer (including Clinical Lecturer) Schedule Due to FMLA or Similar Circumstances**

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A Regular Lecturer (including Clinical Lecturer) may request an extension of the time limit for application for appointment as a Senior Lecturer or Senior Clinical Lecturer (respectively) if circumstances have limited his or her ability to demonstrate the professional credentials for the Senior Lecturer or Senior Clinical Lecturer (respectively) appointment.

When a faculty member takes leave in accordance with the [University's Family Medical Leave Act Policy \(BU-PP 408\)](#) for three months or more, the year in which the leave is taken is considered an extension such that it is not counted as a year towards the Senior Lecturer or Senior Clinical Lecturer decision. In the situation in which a faculty member chooses to take less than three months of leave under the [Family Medical Leave Act Policy](#), but the faculty member's regular dedication to his or her duties as a Lecturer has nevertheless been seriously disrupted, he or she may request that the year in which this occurs not count as a year towards the Senior Lecturer or Senior Clinical Lecturer decision.

The faculty member who desires such a one-year extension, for FMLA or other reasons, must apply through her or his department chair and dean to the Provost. Any request for extension should be made as soon as possible, but in no event later than the end of the academic year in which the situation occurs. The Provost shall respond to any such request within ten business days, to the degree reasonably possible. Final approval of such extensions rests with the Provost and will be evaluated on a case-by-case basis.

Under no circumstances may a negative Senior Lecturer or Senior Clinical Lecturer decision be based on the fact that the faculty member has taken such an extension, nor may a lack of productivity during the year in which such an extension was granted be counted as a negative factor in the Senior Lecturer or Senior Clinical Lecturer decision. However, the quality of work on assignments that the faculty member did perform during this year may be considered in the Senior Lecturer or Senior Clinical Lecturer review.

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### **Dismissal During Term of Appointment**

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The appointment and associated employment of a Lecturer, Senior Lecturer (including Clinical Lecturer and Senior Clinical Lecturer positions), or Teaching Professor may be canceled during the term of such appointment pursuant to the procedure provided in [BU-PP 705, Dismissal](#). Such cancellation shall terminate all rights, titles, and employment arising from the appointment and this policy, including any right to reappointment and any right to notice of non-reappointment.